

Draft Board Policies

Code of Conduct Policy

It is the policy of the Region IV Behavioral Health Board that all board members will abide by the code of conduct of the board.

PURPOSE: The purpose of this policy to assure all board members observe the code of conduct and thus protect the public served.

The code of conduct is:

[space reserved for insertion of code of conduct]

PROCEDURE:

If a fellow board member or member of the public has substantiated reason to believe a board member has, in her or his actions, violated the code of conduct, the following process is place:

Questions of conduct are to be sent in writing to the chair of the board. The chair will convene the executive committee to review the conduct question. The committee will investigate the situation, hearing from all parties involved. The process will include an opportunity for the member in question to provide information.

The proceedings of the conduct committee are to be held private. If no cause is found, the issue will be dismissed and no further action taken.

If, after a thorough investigation, substantiated cause is found that a violation of the code of conduct occurred, the executive committee shall make a recommendation to the full board regarding termination of a board member's term. The recommendation shall be taken up at the next scheduled meeting of the board.

In the event that the member in question is the chair, the vice chair will receive the question and the chair will be excluded from participating in executive committee review and recommendations. In the event the member in question is an executive committee member other than the chair, that member shall not be allowed to participate in the review and recommendations of the committee.

Date of Adoption: _____

Email Voting Policy

It is the policy of the Region IV Behavioral Health Board that as much as possible, voting occurs at board meetings. The board recognizes that occasionally circumstances may warrant the necessity to vote via email outside of a board meeting.

PURPOSE: The purpose of this policy is to set forth the circumstances and procedures to follow for email voting. In following these procedures, the spirit of Idaho Open Meeting Law will be observed.

PROCEDURE:

Email voting may be warranted by the, but should not be limited to, the following examples:

Vote to cancel a board meeting due to lack of agenda items, known lack of quorum, or change of meeting location or time due to a facilities or other scheduling conflict

Vote to support an issue or approve a requested letter of support distributed by email when action is required prior to the next board meeting

Vote on an issue that was discussed at a board meeting but additional information was requested prior to the vote and decision is needed prior to next board meeting

Date of Adoption: _____

Sample #1 Code of Conduct

Region IV Behavioral Health Board

Board Vision

Vision Statement

Mission

Mission statement

Make it clear when the code will apply and to whom. For example, you may wish to clarify if it only applies at board meetings, or also at official board visits and at events where individuals represent the board.

Board's Values

In all our operations and relationships we value:

Conduct

Personal behavior – I will:

- act ethically and with integrity;
- act according to the legislative requirements, policies and ethical codes that apply;
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests rights, safety and welfare;
- not harass, bully or discriminate against colleagues, members of the public and employees;
- contribute to a harmonious, safe and productive work environment by our work habits, and professional workplace relationships; and
- serve the government of the day by fulfilling our purpose and statutory requirements.

Communication and official information – I will:

- not disclose official information or documents acquired through my work, other than as required by law or where proper authorisation is given;
- not misuse official information for personal or commercial gain for myself or another;
- adhere to legal requirements, policies and all other lawful directives regarding communication with Parliament, ministers, ministerial staff, lobbyists, members of the media and members of the public generally; and

- respect the confidentiality and privacy of all information as it pertains to individuals.

Fraudulent and corrupt behavior – I will:

- not engage in fraud or corruption;
- report any fraudulent or corrupt behavior;
- report any breaches of the code of conduct; and
- understand and apply the accountability requirements that apply.

Use of public resources – I will:

- be accountable for official expenditure;
- use publicly-funded resources diligently and efficiently. These include office facilities and equipment, vehicles, cab charge vouchers, corporate credit cards;
- use corporate credit cards only for Board-related expenditure;
- not use office time or resources for party political work or for personal gain, financial or otherwise;
- keep to policies and guidelines in the use of computing and communication facilities, and use these resources in a responsible and practical manner; and
- be careful to ensure that any travel for official purposes is only done so when absolutely necessary.

Record keeping and use of information – I will:

- record actions and reasons for decisions to ensure transparency;
- ensure the secure storage of sensitive or confidential information;
- comply with our record keeping plan; and
- where permissible, share information to fulfil our role.

Conflicts of interest – I will:

- ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner;
- manage and declare any conflict between my personal and public duty; and
- where conflicts of interest do arise, ensure they are managed in the public interest.

I commit

- to taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring with the board. I will report the details to the conduct committee of the board; and

- to taking responsibility for contributing in a constructive and positive way to enhance good governance and the reputation of the board.

I have read this code of conduct. I am committed to upholding the principles in this Code of Conduct. I understand the failure to abide by this code may result in removal from the board.

Printed Board Member Name

Board Member Signature

Date

Sample #2

CODE OF CONDUCT AGREEMENT
FOR REGION IV BOARD MEMBERS

Board members will:

- Represent the best interests of the members and the organization over and above personal and professional interests
- Respect confidentiality of information received in the course of Board meetings and activities
- Declare potential conflict of interest and refrain from discussion and voting when applicable
- Give recognition to others who contribute to the success of the organization and its activities
- Not speak on behalf of the board unless designated by the Chair or the Board as a whole
- Adopt clear, documented processes and equal access to information
- Not use their individual authority when dealing on an individual basis with staff or volunteers
- Ensure there are competitive opportunities when services of contractors or employment opportunities arise
- Treat staff and fellow Board members with respect and listen to their points of view
- Participate in Board meetings and keep informed about developments and issues relevant to Board operations

Failure to abide by the Code of Conduct may result in removal from the Board.

I have read this Code of Conduct and agree to abide by it.

Printed Board Member Name

Board Member Signature

Date

Idaho Youth Treatment Program Talking Points

TAY stands for Transition Aged Youth (18-25 years)

Background:

- Scarcity of treatment resources for TAY in Idaho, especially outside of population-dense communities.
- Inadequacy or inefficiency of treatment protocols for TAY, in general. Especially for those with co-occurring disorders.
- Efficacy of **Community Reinforcement Approach** to treatment for SUD / co-occurring disorders.
- Critical need for local participant-based input on project direction.
- Critical need for family/caregiver participation in treatment protocols
- Efficacy of local and community-based input for program/project direction. **TAY Advisory Board**
- Importance of follow up practices/contact for sustained sobriety, or additional care modalities (Assertive Continuing Care). **Intake, 90 day and six month assessments.**
- Importance of evidence based treatment results; for future funding, for direction of treatment and expansion into other regions. Relevance of project data analysis for community stakeholder and participant review.

Barriers:

- Dirge of treatment providers in rural Idaho, especially those trained in A-CRA/ACC.
- Lack of understanding from outside of resident community on targeted needs for local populations.
- Dichotomy between TAY in treatment and family/caregivers with SUD themselves
- Lack of coordinated effort between SUD treatment providers and other providers of social services; i.e. Juvenile Services, Educational, and/or Mental Health Boards (esp. with co-occurring disorders).
- Deficiency of evidence-based data to support efforts, outcomes or future funding.

Strengths & Opportunities:

- **IYTP grant**, and project coordination
- Successful adolescent service models; Parenting with Love and Limits.
- Addition of participants/families/caregivers in advisory role.
- Community-based collaboration. Integration of social service and key stakeholders
- Presence of treatment for SUD and co-occurring disorders, as a combined effort.
- Inclusion of treatment as family-based abstinence models, activities and positive reinforcement
- Follow up- post participation. **No falling off the grid.**
- Systems for data collection and analysis of evidence-based outcomes.
- Opportunity as key role in expansion of program across the state
- **A-CRA treatment model (and trained / certified clinicians and supervisors) being established across Idaho, two regions per year of grant.**

Next Steps:

- Commitment to participate in advisory groups: **established in Region 2 & 4.- Region 3 coming next in year two of grant (2015).**
- Commitment to refer potential treatment participants: **Agencies and services providers on track. Looking at Region 3 expansion.**
- Commitment to provide resources to participants and families: **networks established and under development. Recovery4Life will provide services in Region 3.**
- Commitment to aid in activities outside of treatment for participants and families/caregivers: **community support essential to success of program. IYTP Multiagency Advisory Group working on Financial Mapping and Workforce Development Plan (due to SAMHSA/CSAT GPO on 12-31-14).**
- Commitment to develop financial mapping opportunities: **Multi-agency groups developing w/ Project Director. Multi-agency groups established and financial mapping scheduled for development. Financial Mapping data collected and being reviewed and reviewed for compilation.**
- Commitment to give feedback on successes & improvements to both providers & grant funding sources: **role of Project Director to disseminate outcomes. ON-GOING.**
- Commitment to support expansion activities in other regions; **RFP for years 2, 3 & 4 completed. Region 3 next service area for year two of grant, years three and four-TBD**

